

23 September 2004

MEMORANDUM FOR ALL VA

SUBJECT: Amendment to Active Army Guard Reserve AGR Vacancy
Announcement Number 63-04, Readiness NCO

AGR Announcement Number 63-04 is amended as follows:

1. As reads,

POSITION TITLE: Training NCO

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: The purpose of this position is to develop and administer a unit training program to enhance training and improve the mobilization readiness status of the unit. As such is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Drafts training schedules for approval which comply with command guidance and directives and publications of higher headquarters. Maintains the training library, and related training equipment and aids. Maintains training aids account and prepares requisitions for training aids, films and all appropriate training support materials. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Maintains the unit mobilization plan and provides the information required for the unit status report. Maintains the unit MOS qualification training program. Advises enlisted personnel on military education requirements and prepares applications for Army service schools, and extension courses. Maintains records for programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating. Performs other duties as assigned.

2. Changed to read,

POSITION TITLE: Readiness NCO

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following: Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans including preparation of unit reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of the Annual Post Mobilization Training Support Report, the unit Alert Roster, and ensuring that the unit is POM/POR qualified. The Readiness NCO supervises the duties performed by the unit's full-time logistics personnel, drafting of training schedules for approval which comply with command guidance and directives and the publications of higher

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headquarters. This position supervises the development and monitoring of a comprehensive MOS qualification training program as well as the implementation and accomplishment of the individual Training and Evaluation program. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer